



**King County**  
**SUPERVISOR OF VEHICLE MAINTENANCE**  
**DEPARTMENT OF TRANSPORTATION**  
**METRO TRANSIT DIVISION/VEHICLE MAINTENANCE SECTION**  
**Annual Salary Range: \$71,371 – \$86,282**  
**Job Announcement: 05AB4860**  
**OPEN: 1/24/05      CLOSE: 2/14/05**

**WHO MAY APPLY:** This represented position is open only to current career service King County employees and will be used to create a pool to fill vacancies, as they become available.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **201 S. Jackson Street, MS KSC-TR-0419, Seattle, WA 98104** or hand-delivered to Career and Employment Center at 201 S. Jackson Street, Floor 1A. Applications materials must be received **by 4:00 p.m. on the closing date**. (Postmarks are NOT ACCEPTED). Contact Adrienne Bunney at 206-684-1087 or [adrienne.bunney@metrokc.gov](mailto:adrienne.bunney@metrokc.gov) for further inquiries.

**FORMS AND MATERIALS REQUIRED:** A [King County application form and data sheet](#), resume, cover letter and written response (no more than four pages) to the supplemental questionnaire at the end of this announcement are required. **Incomplete applications will not be accepted.**

**WORK LOCATION:** The upcoming vacancy is anticipated to be at Bellevue Base Maintenance. The pool created by this recruitment may be used to fill other vacancies as they occur. Job rotation could occur with future vacancies. **The incumbent would then be responsible for supervising other Vehicle Maintenance operations including: specialized automotive repair, specialized coach maintenance and repair, and acquisition and disposal of non-revenue vehicles.**

**WORK SCHEDULE:** This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work schedule is normally day shift Monday through Friday. Due to the 24 hour/7 day a week operation of public transportation maintenance activity, this position often requires off shift (swing and graveyard) meetings or base visits as well as weekend work.

**PRIMARY JOB DUTIES INCLUDE:** This classification plans, organizes, and directs the activities of a public transit vehicle maintenance facility and is responsible for administering fleet maintenance operations critical to providing reliable transit service to the King County service area. Incumbents direct (through subordinate supervisors) a work force of 75-125 employees involved in preventive maintenance, repair and servicing of buses to meet daily schedules. Work includes responsibility for establishment of annual operating plans (including objectives, priorities and performance standards and the monitoring and reporting of progress toward expected outcomes). Incumbents also develop, manage, and implement annual section budgets as well as policy and operational changes. Base supervisors determine staffing needs, manage employee hiring processes, conduct performance evaluations and take corrective actions when appropriate, issue decisions in first-level grievances, and work with labor union(s) to resolve labor issues. Base Supervisors make decisions on terminations where appropriate. Incumbents may act for the Manager of Vehicle Maintenance and represent the section in work groups and meetings.

**QUALIFICATIONS:**

- A bachelor's degree in Business Administration, Mechanical or Industrial Engineering or a closely related field, or the equivalent combination of education and experience at the supervisory or administrative level.
- Four **years** of mechanic or administrative experience in vehicle maintenance, including two years in a supervisory capacity with administrative responsibilities.
- Ability to plan and direct the day-to-day activities of a large fleet maintenance operation; ability to conduct manpower and budget planning, cost benefit analysis, and to initiate and evaluate the financial impact and technical feasibility of ideas, methods of operation, or capital projects; knowledge of collective bargaining agreements.
- Knowledge of automated management systems.
- Ability with a personal computer and a familiarity with WORD, and Excel, supervisors must become skilled at extracting data from M-5, VM's automated data system.
- Excellent management/supervisory/written and oral communication skills which include ability to establish and maintain a participatory workplace by facilitating team development/behavior and promoting mutual respect and acceptance of the abilities and viewpoints of all workers in a diverse work group.
- Valid Washington State driver's license or ability to travel to base locations not accessible by public transportation.

**SELECTION PROCESS:** Application packets will be screened for minimum qualifications.

Candidates presenting credentials that meet or exceed the qualifications listed above will be invited to participate in a formal selection process that will include a written examination and one or more interview panels. The most competitive candidates will be those applicants who present the strongest evidence of appropriate competency in creativity, problem-solving, administrative, financial, technical, and human resources management as they relate to the duties and qualifications noted in the preceding sections. Finalists may participate in a final interview with the Manager of Vehicle Maintenance. Final selection will be determined after a management review of references, personnel file, and history of job performance.

**UNION REPRESENTATION:** Positions in this classification are represented by Local 17 of the International Federation of Professional and Technical Engineers.

**Class Code: 871501**

## **SUPERVISOR OF VEHICLE MAINTENANCE SUPPLEMENTAL QUESTIONNAIRE**

**The following items address important elements of this position and the quality of the information you provide will determine your eligibility for further consideration. Please limit your responses to no more than one typed sheet per question, and attach all sheets to your application.**

1. Summarize how you clearly meet the education, training and experience requirements outlined on the job announcement under "Requirements". Be specific about the length and nature of your qualifying experience and breadth and scope of your responsibilities.
  - a) **Education/training:** (If you do not have a bachelor's degree in a relevant area, detail how you meet the educational substitution provision of the equivalent combination of education and supervisory/administrative experience. You must include a brief description of supervisory, project management, and business management courses you have taken. You should also include the date and provider of the courses.)
  - b) **Experience:** (In addition to a description of responsibilities, include the number and types of employees supervised.)
2. Describe a specific situation that best demonstrates your ability to supervise effectively in a work environment that values a participatory/employee involvement approach.
3. Describe an example that clearly demonstrates your ability to solve a difficult problem that required you to analyze and evaluate technical or non-technical information, consider alternatives and impact, draw conclusion(s), and make recommendations or take appropriate action. What was the outcome?
4. Describe your experience with staff level planning and budgeting. Please describe also your experience and training in automated management systems.